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| This form should be completed for all purchases of goods and/or services to a single supplier over £1,000.00 where single source action is proposed. It should be sent to the Commercial Team (Commercial@insolvency.gov.uk) who will take the relevant actions and log the single source justification accordingly. |

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| **Requestor Details** |
| Name |  |
| Grade, Job Title and Business Unit | C2 Operations Delivery Manager, Estate Accounts and Scanning, Birmingham  |
| Estimated Value |  |
| Date | 17/05/2022 |

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| **Description of Goods and/or Services required** |
| This single source form has been generated to cover the Consolidated invoices for postage costs across The Agency. |

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| **Type of Purchase** (tick appropriate) |
| One Off Purchase |[ ]
| Repeat Purchase |[x]
| Repair |[ ]
| Other (please specify below); |[ ]
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| **Justification** (tick appropriate) |
| Sole Source Supplier |[x]
| Sole Source (Artwork/ Tooling) |[ ]
| Urgent Order |[ ]
| Standard Site Equipment |[ ]
| OEM Repair |[ ]
| Only Accredited Source |[ ]
| Other (please specify below); |[ ]
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| **Explanation** (This section MUST be completed – please attach supplementary information if necessary) |
| **Details of the requirement** |
| The requirement covers the Consolidated Royal Mail invoices needed for postage costs across The Agency.  |
| **Business considerations** |
| N/A |
| **Dependencies on other projects/programmes** |
| N/A – Agency Wide  |
| **Do nothing implications** |
| Agency operational correspondence with customers would no longer be possible  |
| **Other options considered / reasons for discounting** |
| No other provider can provide this service.  |
| **Other issues** |
|  |
| **Justify preferred supplier** |
| No other supplier on the market that can provide this service. |
| **Cost breakdown** |
| Budget information from the FBP team. |
| **Benefits** |
| We can use a postal service and receive and despatch correspondence across The Agency. |
| **Terms and Conditions used – Supplier or DBS (if supplier please embed)** |
| Supplier Terms and Conditions apply |

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| **Approvals** |
| **Single Sourcing Recommender** |
| Name |  |
| Role / Grade | C2 Operations Delivery Manager |
| Signature |  |
| Date | 17/05/2022 |
| By signing this recommendation, you are declaring that you have no personal or financial interest in the award of this Single Tender Action (STA). |

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| **Approver** (Budget holder with appropriate authority level) |
| Name |  |
| Role / Grade | Head of EAS |
| Signature |  |
| Date | 17/05/2022 |
| By signing this recommendation, you are declaring that you have no personal or financial interest in the award of this Single Tender Action (STA). |

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| **Commercial Approvals** |
| **Initial Review** |
| Accept or Challenge? |  |
| Comments |
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| **Second Stage Review** (if required) |
| Accept or Reject? |  |
| Comments |
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| **Buyer Approval** (with appropriate level of STA approval authority) |
| Name |  |
| Delegation Level |  |
| Signature |  |
| Date |  |
| By signing this recommendation, you are declaring that you have no personal or financial interest in the award of this Single Tender Action (STA). |

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| **ANNEX A - Guidance on Single Tender Action** |
| The use of single tender action (inviting only one supplier to bid rather than inviting multiple bids from more than one supplier) will not normally be allowed unless there is full justification that can be robustly defended. Such justification may apply in exceptional circumstances, for example where:* the requirement can demonstrably be met only by proprietary or specialist equipment
* the requirement can demonstrably be met only by a single available entity with extremely niche skills
* there is no legal provision within the existing contractual arrangements to extend them for a sufficient period to allow a competition to be completed
* to protect the IPR of the product being sourced
* there are simply no alternative sources of supply

Time pressure by itself is not normally adequate justification for STA. This is particularly so where a contract comes up for re-tendering towards the end of its life: competition should be planned for in ample time, among other things, to avoid any pretext for STA; and should be conducted in accordance with public procurement law. In cases where STA is used it may be given procurement approval only within delegated limits. There must also be a record on the procurement or e-sourcing file, or held in electronic storage media:* explaining the justification
* stating who approved the action
* stating that no personal or financial interests are involved
* demonstrating how value for money is being assured in the absence of a competition
* showing details of how the decision can be defended in the event of a challenge or complaint of unfair competition
* where appropriate describing 'lessons learnt, indicating how the need to raise similar STAs can be avoided in the future
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| **ANNEX B – Guidance on Value for Money**  |
|  The following document contains further guidance on how you can achieve value form money. It is YOUR responsibility to ensure you are familiar with this guidance before submitting the single source justification.If you require any further information, please consult the Commercial Team.  |